

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 133  
AUGUST 7, 2013 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, August 7, 2013, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**    **Jill Johnson, Chair**  
   **Kelly Emerson, Member**  
   **Helen Price Johnson, Member**

**Staff:** Pam Dill

**Staff Present:**    **Steve Marx, Connie Bowers, Joantha Guthrie**

**Others Present:**    **Elaine Marlow, Budget Director**

Record @00:30

**Roads**

**Subject/Description:**    **Purchase of (2) New Ford Escape Utility Vehicles**

**Attachment:** Memo, PO & Contract Information

**Action Requested:** Approval of purchase of (2) new 2014 Ford Escape Small Utility/Crossover vehicles; PO # 9580 - Columbia Ford Nissan; \$42,787.16 incl. WSST.

**Follow Up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:**    **Purchase of Contractor Style Dump Body**

**Attachment:** Memo, Purchase Order & Contract Information

**Action Requested:** Approval of purchase of (1)10/12 Yard Dump Body for Dump Truck Cab/Chassis; PO# 9582 – North End Truck Equipment, Inc.; \$55,241.56 incl. WSST.

**Follow Up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** **Call for Bids for (1) Trailer Mounted Sewer Jetter**

**Attachment:** Memo, General Provisions, Specifications & Bid Proposal

**Action Requested:** Approving Plans & Specifications and Authorizing Call for Bids for One (1) New 2013 Trailer Mounted Sewer Jetter.

**Follow Up:** Okay with full Board to move resolution forward to a Monday agenda.

**Subject/Description:** **Supplemental Agreement No. 5 - CRP 12-05, JL 01030-0003, Federal Aid #STPUS-9281(001)**

**Attachment:** Memo & Supplemental Agreement No. 5

**Action Requested:** Supplemental Agreement No. 5 – East Camano Drive/Elger Bay Road/Monticello drive intersection improvements agreement; Extend contract completion date to December 31, 2013.

**Follow Up:** Okay with full Board to move forward to a Monday agenda.

**Add-On**

**Subject/Description:** **Change Order Request for upgraded Reflective Bead Package 2013 Profiled Plastic Line Installation**

**Attachment:** none

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 134  
AUGUST 7, 2013 – WORK SESSIONS**

**Action Requested:** Approval of a change order to upgrade the reflective bead package used for the 2013 Profiled Plastic Line Installation project; Amount: \$68,539.50.

**Follow up:** Okay with full Board to move forward to a Monday meeting.

**Public Works**

**Subject/Description:** Rhododendron Trail: Phase 2 call for Bids

**Attachment:** Memo, Contract Provisions & Plans

**Action Requested:** Approving Plans & Specifications and authorizing Call for Bids for Rhododendron Trail – Phase 2; PWP 13-01, JL No. 00347. Local Road funds are allocated for this project.

**Follow Up:** Okay with full Board to move resolution forward to a Monday agenda.

**Subject/Description:** Henry Hallow Barn Demo (demolition funded by grant)

**Attachment:** none

**Action Requested:** Received two quotes:

- ReStore Used Building Materials and More – Hand deconstruction and salvage of the board feet; Amount: \$35,426.20
- Lautenbach Industries – Demolition Recycling Facility – tear down and turn into landscaping mulch or bio-mass fuel; Amount: \$9,674.30

Public Works recommends awarding the bid to Lautenbach Industries.

**Follow Up:** A majority of the Board agreed with Public Works recommendation to award the bid to Lautenbach Industries. Commissioner Price Johnson would prefer that the historic materials be repurposed.

**Add-On**

**Subject/Description:** Camano Annex landscaping improvements

**Attachment:** none

**Action Requested:** Removal of hurricane fence and installation of low impact landscaping. The Snohomish Conservation District will install plantings and control the watering for the next two years. Project Estimate: \$2100.00.

**Follow up:** Okay with full Board. The Board requested Facilities come to a future work session to provide a strategic plan update for the Camano Annex complex.

**Human Resources**

**Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, August 7, 2013 at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair  
Kelly Emerson, Member  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director

**Others Present:** Elaine Marlow, Budget Director

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 135**  
**AUGUST 7, 2013 – WORK SESSIONS**

Record @ 30:16

**Subject/Description:** Job Requisitions

**Attachment:** yes

**Action Requested:**

**Public Works**

- Laborer 1 – Bayview Road Shop, replacement, R-8 #064/13  
*Commissioner Price Johnson moved to approve Job Requisition #064/13. The motion was seconded by Commissioner Emerson and carried unanimously.*
- Coupeville Road Shop Supervisor, replacement, NR14 #065/13  
*Commissioner Price Johnson moved to approve Job Requisition #065/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Subject/Description:** Interest Arbitration Award

**Attachment:** none

**Action Requested:** Commissioner Price Johnson said she felt the Interest Arbitration Award for the Island County Deputy Sheriff's Guild (Corrections Unit) was a fair decision and was happy that the Correction Deputies received a wage increase. After giving the Corrections Deputies an increase, effective January 2013, the Arbitrator made a statement in the decision that has pertinence to other County employees. The Arbitrator said "an additional increase was reasonable since the bargaining unit members have had no wage increase in 5 years. Therefore, effective September 1, 2013, I award an additional 2 % across the board."

Non-represented employees have been without a general wage increase since 2009. Given the statement made by the Arbitrator, Commissioner Price Johnson felt it was incumbent upon the County to offer the same 2% wage increase, awarded in the arbitration, to non-represented employees, effective September 1, 2013. She also proposed authorizing the County's bargaining representative to enter into discussion to negotiate a general wage increase with the other bargaining units, who have also been without a general wage increase since 2009.

Commissioner Johnson was in favor of starting the conversation with the bargaining units and offering the same 2% wage increase to non-represented employees.

Commissioner Emerson spoke to being in favor as well, but added, "it is unfortunate, in my opinion, there is a disconnect between the sectors." She talked about the private sector not seeing any increases and still seeing a lack of work. Many have lost the ability to pay the COBRA on their insurance, lost their unemployment and are losing their homes...it is happening all over. She feels it is unfortunate but the reality is we are in a situation where our comparables are the other governments and that's what we have to contend with in order to retain some institutional knowledge. She is glad to see the arbitrators are looking at the ability to pay and thinks that benefits all of us, governments and taxpayers alike. She felt the arbitrator gave a fair decision and was in support of the actions with other employees.

**Follow up:** Elaine Marlow will bring forward a resolution to change the non-represented pay grades to a Monday meeting for signature.

**WSU Extension**

- Guillemot Observer, temporary position, NR 13 #070/13  
*Commissioner Price Johnson moved to approve Job Requisition #070/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 136  
AUGUST 7, 2013 – WORK SESSIONS**

**Superior Court**

- UA Technician, replacement, temp, part-time, NR-17 #066/13  
*Commissioner Price Johnson moved to approve Job Requisition #066/13. The motion was seconded by Commissioner Emerson and carried unanimously.*
- Juvenile Detention Officer, replacement, .5 FTE, C-9 #067/13  
*Commissioner Price Johnson moved to approve Job Requisition #067/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Public Health**

- Environmental Health Specialist III-PIC Program, replacement, grant funded #068/13  
*Commissioner Price Johnson moved to approve Job Requisition #068/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Prosecuting Attorney**

- Chief Civil Deputy Prosecuting Attorney, replacement #069/13 HPJ/KE/U  
*Commissioner Price Johnson moved to approve Job Requisition #069/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Human Services**

- Administrative Liaison, new position, NR14 #056/13  
*Commissioner Price Johnson moved to approve Job Requisition #056/13. The motion was seconded by Commissioner Emerson and carried with a vote of two in favor and one opposed. Commissioner Emerson opposed the motion.*

**Treasurer**

- Deputy Treasurer, Supplement Processing, new position, C-9 #063/13 – *Pulled from the agenda.*

**Subject/Description: Status Change Form – Promotion**

**Attachment:** yes

**Action Requested:**

**Planning**

- Associate Planner, promotion, C-11  
*Commissioner Price Johnson moved to approve the promotion from Assistant Planner to Associate Planner. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Subject/Description: HRA VEBA's**

**Attachment:** yes

**Information:** Melanie informed the Board about a change in federal law, beginning in 2014 that will not allow employees who opt out of employer medical, to access the funds until they separate from employment.

**Subject/Description: Policy Manual update (cont. from 7/17/13)**

**Attachment:** none

**Discussion:** Melanie Bacon continued the review of the revised Personnel Policies & Procedures Manual with the Board.



**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 138  
AUGUST 7, 2013 – WORK SESSIONS**

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject:** Agreement between Island County and Patrick T. Cole, Wildlands Management  
**Attachment:** yes

**Proposed Action:** Agreement between Island County and Patrick T. Cole, Wildlands Management, for *Spartina* eradication work; Contract Amount: \$90,000.00; Completion Date: June 30, 2015.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, August 7, 2013, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair  
Kelly Emerson, Member  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Keith Higman, Director, Jill Wood, Michele Graaf

**Others Present:** Elaine Marlow, Budget Director

Record @ 02:18:47

**Environmental Health**

**Subject/Description:** On-site Septic System (OSS) Contractor Payment Process – A QI Project to Improve Customer Service (cont. from 7/3/13)

**Attachment:** yes

**Discussion:** Jill Wood noted that Public Health staff evaluated the options presented at the previous work session and determined the best solution was to use cash reserves in the Water Quality fund to pay contractors in advance of payment from DOE.

**Follow up:** Health staff will report back to the BOCC regarding success of project implementation.

Record @ 02:33:15

**Add-on**

**Subject/Description:** Impact of sequestration

**Attachment:** none

**Information:** Keith noted that at a future work session he will be discussing with the Board the impact of sequestration to the Health Department as well as how it will impact members of the community with regard to programs and services not directly provided by the Island County Health Department.

**Sheriff**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 139  
AUGUST 7, 2013 – WORK SESSIONS**

**Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, August 7, 2013, at 1:25 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**    **Jill Johnson, Chair**  
                                      **Kelly Emerson, Member**  
                                      **Helen Price Johnson, Member**

**Staff: Pam Dill**

**Staff Present:**    **Sheriff Mark Brown, Kelly Mauk**

**Others Present:** **Elaine Marlow, Budget Director**

Record @ 02:40:44

**Subject/Description: Interagency Agreement**

**Attachment:** agreement

**Action Requested:** Approval of Interagency Agreement with the WA State Association of Sheriffs and Police Chiefs for Registered Sex Offender Address and Residency Verification Program. The grant funding will be used by the Island County Sheriff's Office for face-to-face verification of a registered sex offender's address at the place of residency. Grant No.: RSO 13-14 Island; Grant Amount: \$72,500.00 effective July 1, 2013 through June 30, 2014.

**Follow-up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description: Purchase of 2013 Chevrolet Silverado**

**Attachment:** Purchase Order #8899 – Bud Clary Auto Dealerships

**Action Requested:** Approval of purchase of 2013 Chevrolet Silverado 2500 Crew Cab for use with the Marine Safety Program. Funding provided and approved through the Washington State Military Department, Homeland Security Grant Agreement #E13-237; Amount: \$40,135.17 incl. WSST

**Follow-up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description: Purchase of 3 Flir units**

**Attachment:** PO # 8900 - P & R Technologies

**Action Requested:** Approval of purchase of 3 Flir units with accessories; Funding provided and approved through the Washington State Military Department, Homeland Security Grant Agreement #E13-237; Amount: \$17,283.30 incl. WSST.

**Follow-up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description: Spillman Sentryx Jail System Training**

**Attachment:** none

**Action Requested:** Request to add \$5,922.00 to the Sheriff's 2013 budget for Spillman Sentryx Jail System Training.

**Follow-up:** Okay with full Board.

**Commissioners Agenda**  
**Summary Minutes**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 140  
AUGUST 7, 2013 – WORK SESSIONS**

The County Commissioners met during Work Session on Wednesday, August 7, 2013 at 9:30 a.m., 11:10 a.m. and 1:40 p.m. and 3:25 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

**County Commissioners:**      **Jill Johnson, Chair**                      **Staff: Pam Dill**  
   **Kelly Emerson, Member**  
   **Helen Price Johnson, Member**

Record @ 27:37

**Others Present:** Elaine Marlow, Budget Director, Jerry Pfannenstiel, Charles Monahan, Commander, DAV Chapter #47

**Subject/Description:** Revised HIPAA Business Associate Agreement between WCIF & Island County

**Attachments:** agreement

**Action Requested:** Business Associate Agreement with WA Counties Insurance Fund to comply with WA State Department of Health and Human Services issued final regulations modifying rules for protected health information that require changes to HIPAA-related policies and procedures

**Follow up:** Okay with full Board to move forward to Monday's agenda.

**Add-on**

**Subject/Description:** Work Session agenda

**Attachment:** none

**Action Requested:** Request from Commissioner Johnson to work with staff to move the Budget Director's agenda to an earlier time frame during the Budget process.

**Follow up:** Okay with full Board.

Record @02:05:40

**Subject/Description:** Review of appointment procedures

**Attachments:** yes

**Discussion:** The Board discussed the current process used for appointments/reappointments to Island County Committees and agreed to establish a different process for elected positions (such as Diking Districts).

**Follow up:** Staff will draft internal procedures for elected positions and bring back to the Board for their review.

Record @ 2:57:45

**Subject/Description:** Request from Disabled American Veterans for \$10,000 towards the cost of a replacement van

**Attachments:** Ltr dated 7/16/13 from Charles Monahan, Commander,

**Action Requested:** Request from Disabled American Veterans, Whidbey Island Chapter#47, for \$10,000.00 from the Island County Veterans Relief Fund to apply towards the cost of a replacement van to provide transportation for local indigent veterans.

**Follow up:** The Board authorized moving forward with the request pending approval on the use of the funds from the State Auditor's Office.



**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 141  
AUGUST 7, 2013 – WORK SESSIONS**

**Subject/Description: Resolution in support of NASWI**

**Attachment:** draft resolution, Report on June 19, 2013 OLF Community Forum – Executive Summary

**Action Requested:** Commissioner Emerson brought forward a resolution proclaiming support for Navy Region Northwest Installations in particular Naval Air Station Whidbey Island with its Outlying Field in Coupeville.

**Follow up:** A majority of the Board agreed to move the resolution forward to Monday's agenda.

**Subject/Description: Committee assignments**

**Attachment:** none

**Information:** Commissioner Emerson will replace Commissioner Johnson as a member of the ICOM Board of Directors for the remainder of the year. Commissioner Johnson will replace Commissioner Emerson as a member of the Marine Resource Committee.

**Follow up:** The Board will discuss committee assignments at the August 14, 2013 work session.

Record @ 04:42:36

**Subject/Description: NACo report**

**Attachment:** none

**Information:** Commissioner Price Johnson reported on the Annual Conference of the National Association of Counties - 2013 County Solutions and Idea Marketplace she attended July 19-22, 2013 in Fort Worth, TX.

**Budget Director/GSA/IT  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, August 7, 2013, at 2:10 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair  
Kelly Emerson, Member  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Elaine Marlow, Budget Director, Don Mason, Debbie Thompson, Barb McNaughton- via teleconference

Record @ 03:26:47

**Subject/Description: Update on RFP process for Public Defense Contract**

**Attachments:** draft RFP

**Information:** Don Mason briefed the Board on the process for the Public Defense Contract.

**Subject/Description: Commissioner's Office Budget (cont. from 7/17/13)**

**Attachments:** yes

**Discussion:** The Board discussed options for improving customer service on Camano and the Boards auto and travel allowances.

**Camano Annex**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 142**  
**AUGUST 7, 2013 – WORK SESSIONS**

- Consider increasing the Annex office hours to reflect those of Public Health and Planning, 8:00 a.m.-4:30 p.m., Monday through Thursday.
- If office hours are increased, additional staffing would be necessary with two possible options: 1) increase existing position to 32 hours/week; or 2) add additional .6 FTE position
- Consider having the office open five days a week.  
(Elaine will cost out the options for the supplemental budget.)

**Commissioner's Auto Allowance for in-county travel**

- \$3600.00/annually per Commissioner - The annual resolution will be prepared in December.

**Commissioner's Travel Allowance**

- Each Commissioner has been allocated \$3,000.00 for travel.

**Subject/Description: 2013 Budget Amendment**

**Attachments:** draft resolution

**Action Requested:** Schedule Public Hearing on Resolution Amending the 2013 Island County Budget. The resolution recognizes unforeseen changes in revenues that have occurred since adoption of the County's annual budget, and necessitate changes in budgeted expenditures in order to maintain a balanced budget.

**Follow-up:** Okay with full Board to move resolution forward to Monday's agenda to schedule for Public Hearing August 26, 2013.

**Subject/Description: Animal Control on Camano Island**

**Attachments:** none

**Action Requested:** Postponed.

**Follow-up:**

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

---

Jill Johnson, Chair

---

Kelly Emerson, Member

---

Helen Price Johnson, Member

ATTEST:

---

Elaine Marlow, Clerk of the Board